

Memorandum



Date:

To: Claudia Garcia
Finance Department

From:

Subject: 2006-07 Fiscal Year – FEMA Liaison

Return by Monday, September 25, 2006

Return form to Claudia Garcia, Finance Department, 111 N.W. 1st Street, Suite 2620.

The department has designated the person listed below to act as FEMA Liaison for the 2006-07 fiscal year:

NAME:* _____

TELEPHONE: _____

DEPARTMENT: _____

The department understands that it is responsible for submitting a new memo to Finance should staffing changes occur during the fiscal year in relation to this assignment.

*This individual will be primarily responsible for the following matters:

- Advising the Office of Emergency Management what are the estimated costs of preventive measures as they are being incurred when the departments are notified a storm may strike Miami-Dade.
- Acting as the primary contact between the department and Finance in FEMA-related matters.
- Gathering and providing to the Finance Department the Daily Activity Reports (DARs) for input, or after input and verification by your department's personnel if your department posts its own DARs.
- Reviewing and approving FEMA reports used in the preparation of project worksheets.
- Meeting with FEMA to sign the project worksheets for the 2006-07 fiscal year.